DOCUMENT RESUME

ED 392 913 CE 071 032

AUTHOR Squirrell, Gillian
TITLE Individual Action Planning: A Practical Guide.
REPORT NO ISBN-1-85346-253-5
PUB DATE 95
NOTE 136p.
AVAILABLE FROM David Fulton Publishers, 2 Barbon Close, London WC1N 3JX, England, United Kingdom.
PUB TYPE Guides - Non-Classroom Use (055)

EDRS PRICE Document Not Available from EDRS.
DESCRIPTORS *Career Guidance; *Career Planning; Counseling Techniques; Foreign Countries; *Individualized Education Programs; Learning Activities; Material Development; Records (Forms); *Technical Writing
IDENTIFIERS *Great Britain; *Individual Action Plans (Great Britain)

ABSTRACT

This book, which is intended as a practical guide for British teachers and tutors involved in career guidance, explains the process of helping students develop Individual Action Plans (IAPs). IAPs are plans outlining individual personal, vocational, and educational aspirations that students develop in a series of discussion sessions with an impartial adult. Section 1 outlines the content and purpose of IAPs. Discussed in section 2 are the essential elements of the IAP process (raising self-awareness, considering broad aspirations, identifying learning and information needs, formulating a broad plan, setting actionable targets, and reviewing) and benefits of IAPs to students, teachers/tutors, and future employers and trainers. Section 3 presents activities to help students develop/practice the skills needed to manage their role in the IAP process, and section 4 provides sample formative IAPs and IAPs that become part of the public domain. Section 5 explores the principles underlying the IAP process, section 6 examines implications of the IAP process, and section 7 provides specific guidelines for the steps in managing the IAP process. Appended is an action planning information booklet that was developed for year 9 students in a London school district. Contains 9 references and 24 recommended readings. (MN)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****